

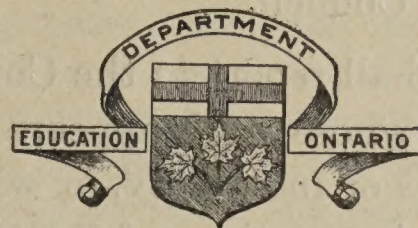
EXAM. INST.

No. 7

1905

INSTRUCTIONS No. 7.

700, Feb., 1905.



### DUTIES OF EXAMINERS.

1. Each Examiner shall be required to discharge all duties pertaining to his office, and no duty which an Examiner is appointed to perform shall be delegated to another Examiner without the approval of the Educational Council. He shall designate all examination papers according to the course of study for which they are prescribed.

2.—(a) The papers set for the Part II. Junior Teachers' and the Senior Teachers' examinations shall be adapted to the requirements of those desiring to become teachers.

(b) The papers in all cases shall be within the limits of the courses of study and of the authorized text-books.

(c) Each paper in a department shall be approved and signed by each Examiner in this department before it is submitted to the Board of Examiners for consideration.

(d) Each Examiner shall submit to the Board of Examiners a syllabus of the answers to the questions on his paper, and a statement of the values which he proposes to attach to each question and part of a question. The papers so prepared shall finally be revised by the board.

3. The Examiners, in the case of the combined examinations of the Education Department and the University shall be present at the beginning of the reading of the answer papers. Each Examiner shall discuss with the Associate Examiners in his section the character of the answers required by the questions, and especially the value of incomplete or imperfect answers, so as to insure, as far as possible, uniform marking. In cases of differences of opinion on any point the decision of the Examiners shall be final.

4. The Examiners shall make such reports as will enable the Council to settle the results of the examinations in accordance with the regulations of the Education Department and of the Senate of the University respectively.



5. The Examiners, or such of their number as may be appointed for that purpose by the Council, shall consider all doubtful and special cases and report results to the Council. They shall read appeals and report the results to the Council.

6. The Examiners shall report to the Council the pseudonyms of all Associate Examiners whose work appears to have been performed with marked carelessness or incapacity, or who have shown any substantial disregard of the instructions of the Council.

7. In the prose papers in Classics and Modern Languages the vocabulary required shall be such as is found in the prescribed portion of text and text-book.

#### DUTIES OF THE REGISTRAR.

9. The Registrar of the Council shall preside at all meetings of the Boards of Examiners. All cases of dispute at meetings of the Boards shall be settled by a majority of the Examiners.

10. During the reading of the answer papers the Registrar shall see that the instructions to Associate Examiners hereinafter mentioned are observed. He shall assign a pseudonym to each Associate Examiner and shall have power, in case of necessity, to transfer Associate Examiners from one section to another.

11. He shall exercise a general supervision over sorting, numbering and otherwise preparing the envelopes containing the answers, so that the answers may be conveniently read by the Examiners and Associate Examiners; and, after the reading, he shall superintend the entering of the marks in the books by the clerks of the Department and the preparation of the books so that they may clearly indicate the subjects in which candidates have passed or failed.

12. He shall be present at the meeting of the Board or of any committee thereof called for the purpose of determining the results, and shall furnish all necessary information.

13. He shall take the necessary steps in order that appeals may be read as speedily as possible in accordance with the instructions of the Council.

#### DUTIES OF ASSOCIATE EXAMINERS.

14. The Associate Examiners shall be classified into sections according to the subjects of examination, and a chairman shall be appointed in each section by the Council. The chairman shall have a general oversight of the work done in his section, and shall see that



the regulations are carried out *and that the marking is uniform*. In the case of an emergency as in the absence of a chairman of a section, the Registrar shall appoint a chairman *pro tempore*.

15. An Associate Examiner shall not have in hand more than ten papers at one time, nor shall he have more than one envelope open upon his table at one time, except in cases of suspected copying, in which case he shall return each examination book to its proper envelope. As soon as an examination book is removed from its envelope the candidate's number should be placed on the front page of the book. *The papers must be returned in the numerical order in which they are received*. In cases of suspected copying the Associate Examiner shall note on the face of the envelope "copying, see No. . . . . , question . . . . . " and through the chairman of the section report the case at once to the Registrar.

16. In the case of the papers in *English Grammar, Literature, and Composition*, one mark shall be deducted for each mis-spelt word and one mark for each instance of bad English. At all examinations in Arithmetic, either arithmetical or algebraical solutions shall be accepted.

17. In reading the answer papers each Associate Examiner shall mark distinctly in the left hand margin the value assigned by him to each answer or partial answer shall place the total on each page at the foot of the margin and enter this total at the top of the next page; he shall place the result on the face of the envelope, indicating in the case of the papers in English Grammar, Literature and Composition, the deduction for mis-spelt words and incorrect English thereon, thus, e. g. Grammar, 80—2 sp. —4 f. s.=74. He shall also sign his pseudonym on the envelope of each paper examined.

18. Associate Examiners shall be in their respective places so that the reading may commence promptly at the time specified, viz. 9 a.m. and 2 p.m., and no Associate Examiner shall stop work before the hours of closing, viz. 12 noon and 5 p.m., without reporting to the chairman of the section.

19. Associate Examiners shall refrain from all unnecessary conversation or other causes of disturbance and shall devote themselves strictly to the work of the examination; they shall not at any time enter the rooms of other sections unless when it is necessary to do so in entering or leaving their own rooms; they shall keep a record of the papers read each day and shall report the results of their work to the chairman of their respective sections.

20. The work is confidential throughout. Should the identity of an examination centre or of any particular candidate be discovered by an Associate Examiner he shall report the fact without any delay to the Registrar of the Council, or, in his absence, to the clerk of committees, who shall change the Associate Examiner, or make such other arrangements as he may deem expedient.

21. The instructions herein contained so far as they relate to the examinations of the Education Department and matriculation into the University shall be subject to amendment from time to time with the approval of the Education Department and the Senate of the University.



